

HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT #

09-656

OPEN PERIOD:

12/16/2009 – 12/30/2009

JOB TITLE:

Supply Management
Specialist

PAY GRADE AND SERIES:

GS-2003-09/11

PAY RANGE:

\$49,765 - \$78,269

POSITION LOCATION:

Sacramento, CA.

UNIT:

Logistics

PDCN #: 70142000
Security Clearance Required:

Secret

APPOINTMENT TYPE: INDEFINITE - DUAL STATUS
AREA OF CONSIDERATION: CURRENT CALIFORNIA NATIONAL
GUARD MEMBERS/TECHNICIAN

Military grade of O-1 through O-4.

Compatible Military Grade Assignment: MOS 88, 90A, 91, 15D,
92A.

Key Requirements:
THIS IS AN INDEFINITE POSITION

This position is located in the ARNG HQ STARC, Director of Logistics (DOL), Logistics Management Office. Its purpose is to develop command logistics guidance and support plans for federal and state missions.

Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS authorized upon approval.

PAYMENT OF PERMANENT CHANGE OF STATION (PCS): Payment of Permanent Change of Station (PCS) IS authorized upon approval and subject to the provisions of the Joint Travel Regulations

Position Requires Travel: Infrequent/Rare.

QUALIFICATIONS and EVALUATION:

General: Experience, education or training which provided you with a general knowledge of one or more aspects of the supply field.

Supply Management Specialist GS-2003-09 (Trainee): Must have 24 months of specialized experience in preparing and implementing supply programs in one or more areas of supply; experience interpreting and explaining overall supply regulations; regulatory administrative, or other work which demonstrates the independent performance of surveys and studies related to supply work; experience which demonstrates the ability to plan, and correlate program functions as they relate to supply operations.

Supply Management Specialist GS-2003-11: Must have 36 months of specialized experience which reflects a applicant's ability to plan, review, revise, and oversee supply programs; experience which demonstrates the ability to develop, interpret, and advise others on the overall supply function; experience in administrative, regulatory, or other work which enables the conduct and analysis of surveys and studies related to supply work; experience which demonstrates progressive knowledge and ability to manage overall programs for supply operations.

KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Ability to develop plans, programs, and policies related to supply programs.
2. Ability to interpret and explain supply regulations and procedures.
3. Knowledge of administrative, regulatory requirements related to conducting surveys and studies.
4. Skill in determining supply costs, planning and budgeting, and evaluating supply management performance.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months experience. The education must have been in fields directly related to the type of work of the position.

COPIES OF TRANSCRIPTS ARE REQUIRED FOR EDUCATION TO BE CREDITABLE

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

CONDITIONS OF EMPLOYMENT:

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA National Guard and wear appropriate military required grooming standards.

HOW TO APPLY:

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment **OR** a current resume.
2. Attach any required documents (see Required Documents below).
3. Submit application package to the California National Guard – HRO Office via email at NGCAHRJOBSTECH@CA.NGB.ARMY.MIL
4. Please title your emails to fit the format of (Last Name, First Name - Announcement Number); (i.e., Smith, Joe – 09-001)

IF YOU DO NOT RECEIVE A CONFIRMATION EMAIL WITHIN 2 BUSINESS DAYS, PLEASE CONTACT THE HRO STAFFING TEAM AT (916) 854-3350

REQUIRED DOCUMENTS (Application Packet):

- OF 612, Optional Application for Federal Employment **OR** current resume (mandatory)
- Transcripts (if applicable).

OPTIONAL DOCUMENT (Application Packet):

- SF 181, Ethnicity and Race Identification Form

APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE

www.calguard.ca.gov/cahr and at www.opm.gov/forms/ .

APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.** Errors or insufficient information may affect your rating.

ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.

VETERANS PREFERENCE DOES NOT APPLY.

All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to

NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER